



## JOB DESCRIPTION

**JOB TITLE:** Title III (NASNTI) Career & Support Services Coordinator

**REPORTS TO:** Title III NASNTI Guided Pathways Coordinator

**STATUS:** Full time, exempt

**LENGTH OF EMPLOYMENT:** 12-month continuing position (Position starts 10/1/2024)

**JOB OVERVIEW:** The Title III NASNTI Career & Support Services Coordinator responsibilities include leading development of career services/career planning processes, collaborating with Guided Pathways Coordinator and Coaches, creating mini-seminar series focused on improving students' well-being & exploration of cultural influences in diverse professions, and assisting with Guided Pathways data collection.

### DUTIES AND RESPONSIBILITIES:

#### Title III NASNTI Career & Service Support Coordinator

- Lead development of career services and career planning processes in conjunction with Guided Pathways initiatives
- In collaboration with other Title III NASNTI and campus personnel, work to create mini-seminar series focused on improving students' self-efficacy, self-determination, and health/emotional well-being, as well as exploration of cultural influences in diverse professions
- Serve with Guided Pathways Coordinator alongside all Guided Pathways Coaches
- Assist in data collection and analysis to determine effectiveness of the Guided Pathways program
- Maintain effective working relationships with various department staff
- Maintain effective communication procedures to ensure project congruence with institutional and program goals
- Remain current regarding grant-related policies, grant terms, and conditions to ensure compliance throughout project
- Work with a diverse range of constituents to achieve project objectives
- Works across departments to increase retention and student success opportunities
- Work with Division Chairs to facilitate advisory councils

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Exceptional knowledge and experience in applying wide range of analytical and evaluative techniques
- Excellent written and oral communication skills
- Ability to work independently and to organize and manage multiple projects
- Demonstrated willingness and ability to act ethically and socially responsible
- Strong interpersonal skills

**EDUCATION/ EXPERIENCE REQUIRED:**

- Bachelor's degree from an accredited college or university
- Minimum of two (2) years of experience in student services within a higher education environment
- Demonstrated ability to provide culturally sensitive guidance to diverse students
- Knowledge of academic advising, financial aid, and student services processes

**PAY**

- Estimated annual salary of \$50,000.00

**SPECIAL REQUIREMENTS:**

- Must be able to pull, bend, stoop, and lift 40 pounds

***Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.***

**SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_**